School of VISUAL ARTS®

Office of Student Activities

Orientation Leader Application Reference

This applicant has asked you to be a reference. The applicant is applying to be an Orientation Leader. Orientation Leaders are student leaders who assist new and transfer students, during Orientation Week, in their adjustment to SVA. Your honest evaluation of the applicant would be greatly appreciated. Please print or type the following responses.

Name of Applicant: _____

Name of Reference: _____

Title of Reference: _____

Relation to Applicant: _____

Please answer the following questions regarding the applicant's qualifications. Please give concrete examples where applicable.

1. How long have you known the applicant and in what capacity?

2. What are the applicant's greatest strengths which may apply to being an OL?

Please evaluate the applicant on the following leadership attributes. Please put a check or 'x' in the appropriate box that reflects how you feel about the student's skill.

	Excellent	Above Average	Good	Fair	Poor	No Knowledge
Academic Ability						
Communication						
Creative Ability						
Leadership Ability						
Motivation						
Self Confidence						
Sense of Humor						
Team Work						
Timeliness						
Work Ethic						

Summary Evaluation:

_____ I highly recommend this candidate for the Orientation Leader position.

_____ I recommend this candidate for the Orientation Leader position.

_____ I think this candidate may not have all of the skill required for this position, but if selected, the applicant would benefit greatly from the Orientation Leader position.

_____ I do not recommend this candidate for the Orientation leader position.

Additional Comments:

Reference Signature

Date

Please return completed reference to Student Activities via mail: Office of Student Activities, 23 Lexington Ave, NY, NY, 10010.
e-mail: activities@sva.edu, or fax: 212-592-2130.

References must be received by 4pm on March 11, 2013